

**Lunenburg Council on Aging Minutes  
November 12, 2013**

*Minutes Approved at the 12/10/2013 COA Meeting  
Minutes Amended at the 3/11/2014 COA Meeting*

Present: Mary Lynn Conrad, (Chairperson), Barbara Brown (Vice-Chairperson), Doreen Noble (Director), Jane Doyle, Joyce Wass, Deb Seeley, Connie O'Dea, Whitney Lacka, Shirley Bertone, Tony Bertone, Judy Tarbell and Sue Doherty (Admin. Asst.)

**Guest:** Karin Menard (Lunenburg Finance Committee), Pete Lincoln, Loxi Calmes, (School Superintendent), and Mike Mackin (Chair School Building Committee)

**Welcome:** Ms. Conrad (Chairperson) opened the meeting at 10:30AM.

**Minutes:** Ms. Doyle moved to approve the minutes of the October 8, 2013 COA meeting. Ms. Seeley seconded. On vote, motion carried, 9 in favor, 0 opposed.

**Director's Report**

**1. Finance/Informational Report:** Ms. Noble reported that the COA has used approximately 40.9% of its FY14 budget which leaves a remainder of approximately \$62,106.00.

Ms. Noble will be meeting with the Capital Planning Committee on 11/13/2013 where they will discuss floor replacement in the older section of the Eagle House along with carpet replacement and replacement of air conditioning units.

Ms. Noble was scheduled to meet with the Town Manager concerning her evaluation but that meeting had been cancelled.

Meal Site Coordinator Ruth Swiecicki has left for Florida and will not be back until late spring of 2014. Ms. Noble has hired a "Dietary Assistant" to work at the Meal Site 2 days per week. Salary for this position will be paid out of the Formula Grant.

**2. MCOA Report:** Ms. Noble reported on the MCOA (Massachusetts Councils on Aging) Conference which she had attended in October. Programs she attended were as follows:

- \*Understanding, Approaching, and Helping the Human Behind the Hoard
- \*Creating the Next Generation of Senior Centers: A Strategy Guide for All of Us
- \*Hidden Hunger among Our Senior Citizens
- \*360 Service Package in Senior Centers

**Old Business**

**1. MCOA Board Training:** MCOA held a Regional Board Training at the Eagle House on 11/6/2013 which was facilitated by Emmett Schmarsow from Executive Office of Elder Affairs.

Ms. Conrad commented on the training saying that it was good to get input from other COA's in the area and she enjoyed Mr. Schmarsow's comments.

Ms. Doyle mentioned that Mr. Schmarsow said that he believes that COA Accreditation is a waste of time but feels that the Director Certification is a good thing to do.

**2. Boston Post Cane:** Ms. Noble reported that according to Town records, Ms. Marion Pepin will be the next recipient of the Boston Post Cane. The notification process has not begun as of yet and will begin in December.

**3. Building Reuse Committee:** Ms. Seeley reported that she had met with the COA Director and assisted her with drafting a letter for the Building Reuse Committee informing them of why there is no need for the senior center to be moved to the Passios building and what the Eagle House Senior Center is used for.

The Building Reuse Committee voted at a previous meeting to take the Eagle House Senior Center off of the lists of Town Depts. to potentially be moved to the Passios Building.

Ms. Seeley also mentioned FLLAC Collaborative has shown interest in purchasing the Passios Building.

This committee will meet with the Lunenburg Board of Selectmen in December to present their findings.

**4. COA Policies & Procedures:** Ms. Noble explained to the board that the outdated COA Policies and Procedures will be reviewed by herself along with the COA Administrative Assistant. This will continue to be a work in progress.

**5. Recreation Area behind Eagle House:** Construction on the bocce court behind the Eagle House has been completed. Work will continue on that area with the relocation of the Arborvitae trees and additions of picnic tables and benches.

### **New Business**

**1. School Building Committee** (Taken out of order after Minutes): Loxi Calmes, School Superintendent, and Mike Mackin, School Building Committee Chairperson, came before the COA to display the plans and answer any questions for the proposed new Middle/High School Building Project. Items discussed were existing conditions at the current High School/Building Capacity, Schematic Design and anticipated costs of the project along with the estimated tax impact on resident's homes.

Mr. Mackin stated that this committee would like to be transparent with all aspects of this project so that people are informed when it comes time to vote.

Ms. Wass commented to say that when she was a student at the High School, there were 2 electrical outlets in each classroom, which was fine at that time. She believes that things have changed drastically and is in favor of the project.

Ms. Doyle asked if parking would be impacted for the senior center with this new project and would there be space at the new school for "Adult Learning."

Mr. Mackin replied that the parking would not be impacted at all. There will be new parking at the building along with the parking that currently exists. There will also be space and opportunity for "Adult Learning" at the new school as well.

The COA board thanked Ms. Calmes and Mr. Mackin for their presentation.

**2. "Senior Center" Name Change:** Ms. Noble mentioned the possibility of changing the name of the Eagle House Senior Center. Her thoughts were that if the words "Senior Center" were dropped and just call the building "The Eagle House" it might make it more appealing to senior citizens of all ages. This topic will be discussed again at another COA meeting.

### **Sub-Committee Reports/Minutes – Finance, Board Development, Advocacy, Bylaw, Director's Evaluation**

**1. Joint meeting with COA Finance Committee:** The joint meeting of the COA & the COA Finance Committee opened at 11:50AM for the purpose of minute approval.

Ms. O'Dea moved to approve the 11/4/2013 COA Finance Committee meeting. Ms. Tarbell seconded. Motion carried unanimously.

Ms. Seeley moved for the COA to accept the 10/8/2013 & 11/4/2013 Finance Committee minutes. Ms. Tarbell seconded. Motion carried unanimously.

Joint meeting closed at 11:52AM

**Director's Evaluation Committee:** The Director's Evaluation Committee had met on 11/4/2013 and at that meeting they approved the minutes of their 10/8/2013 meeting.

Ms. Doyle reviewed the 10/8/2013 Director's Evaluation Committee meeting with the COA board. Board members discussed how the Director is evaluated. Members were in agreement that there was no right or wrong way to complete this evaluation and that this process will always be a work in progress. The goal of this committee will be to help the Director bring information to the Town Manager. Ms. Doyle will bring updated "tools" for aiding in this evaluation to the December COA meeting.

Ms. Seeley moved for the COA to accept the 10/8/2013 Director's Evaluation Committee minutes. Ms. Tarbell seconded. Motion carried unanimously.

Ms. Noble suggested to the COA that perhaps they may consider changing the COA sub-committees to Adhoc Committees.

**2. Subcommittee Minutes & Agenda Submittals:** Board members were reminded about submitting their agendas and minutes in a timely manner for their respective subcommittees.

**Correspondence:** None

**General Discussion:** Pete Lincoln mentioned the new Bocce court behind the Eagle House and said that a number of volunteers from the Town including 3 of the Selectmen were the driving force in its construction. He requested that all involved be sent thank you notes by the Director.

Discussion ensued among the board members about the statistics of the Lunenburg Community Food Bank. From 11/1/2013-11/10/2013 there have been 41 families in Lunenburg who have utilized the Lunenburg Community Food Bank. Non-perishable food items are accepted year round at the Eagle House for this program.

Due to a prior commitment, Ms. O'Dea excused herself from the remainder of the COA meeting at 11:45AM.

### **Adjournment**

Ms. Seeley moved to adjourn the COA meeting. Ms. Lacka seconded.

On vote motion carried, 9 in favor 0 opposed.

Meeting adjourned at 12:20PM

### **Upcoming Meetings**

December 10, 2013

January 14, 2014

*Respectfully Submitted*

*Susan Doherty, Administrative Assistant  
Lunenburg COA*

